

EMSAS Manual

Enhanced Missouri Student Achievement Study (EMSAS)
August 2016

<http://dhe.mo.gov/data/emsas/>

Missouri Department of Higher Education

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Data Resources

- [EMSAS Webpage](#)
- [ACT-SAT Concordance Table](#)
- [Classification of Instructional Programs \(CIP 2010\)](#)
- [Geographic Origin \(GEODOMI\) Codes](#)
- [ACT High School Codes](#)

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Preface

Since the fall of 1987, the Missouri Department of Higher Education has annually collected student unit-record information from public institutions across the state. Now known collectively as the Enhanced Missouri Student Achievement Study (EMSAS), these collections have proven invaluable in the ongoing analysis and evaluation of postsecondary education in Missouri.

The MDHE requests this information pursuant to its authority under Sections 173.005 and 173.020, RSMo, and 6 CSR 10-4.021, as well as in compliance with the provisions of the federal Family Educational Rights and Privacy Act (FERPA). Access to identifiable student records contained in the data is protected in accordance with FERPA. Aggregate (non-identifiable) summary information derived from these data enable the MDHE to appropriately meet its statutory and other evaluation and reporting requirements, including the annual publication of the [High School Graduates Performance Report](#) and the [Statistical Summary of Missouri Higher Education](#).

Over nearly three decades, EMSAS has undergone many improvements in regards to data quality as well as administrative efficiency. To a large extent, these improvements embody the collective efforts of institutional data coordinators and MDHE staff. Because of these improvements, EMSAS is playing an increasingly important role in assisting strategic planning and policy implementation at both the state and institutional levels. It is in this role that we expect the EMSAS will continue to provide reliable, timely, and responsive information to help strengthen Missouri higher education to the benefit of students, families, policymakers, and institutions.

Data Reporting and Review

<i>EMSAS Collection</i>	<i>Included Terms</i>
Current Fall Enrollment	Current Census Date Fall Enrollment (e.g. Fall 2016)
Previous Year Completions	Summer, Fall, Spring / Winter (e.g. Summer 2015, Fall 2015, and Spring / Winter 2016)
Previous Year Term Registration	Summer, Fall, Spring / Winter (e.g. Summer 2015, Fall 2015, and Spring / Winter 2016)

EMSAS files are to be submitted annually by all public institutions and campuses in Missouri, as well as all institutions participating in [Missouri Reverse Transfer](#). Specific reporting deadlines will be provided by MDHE staff in an annual “Class A” data request letter, to be provided to institutions each year in accordance with 6 CSR 10-4.021. In general, however, completions and term registration files are to be provided by mid-September each year, and fall enrollment files are to be provided by mid-October. All files will be reported to the MDHE via State Report Manager- <http://dhe.mo.gov/data/srm>, error checked, certified, and approved by MDHE staff upon receipt.

Files should be submitted as comma-separated values (*.csv) format.

Where appropriate, data should be exported in a format which preserves leading and trailing zeroes (institutional FICE code, social security number / student campus ID, and CIP code are examples of data elements in which this may be important).

Students Reported

Please report all students in Fall Enrollment and Term Registration files who **enrolled for credit** (enrolled in instructional activity, courses or programs that can be applied towards the requirements for a postsecondary degree, diploma, certificate, or other formal award), regardless of whether or not they are seeking a degree or certificate. This includes:

- Students enrolled for credit in off-campus centers
- High school students taking college courses for credit
- Students taking remedial courses if the student is degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled in for credit at your institution (e.g., online students)

Who to Exclude

Exclude students who are not enrolled for credit. For example, exclude:

- Students enrolled exclusively in courses that cannot be applied towards a formal award
- Students enrolled only in ESL programs (programs comprised exclusively of ESL courses)
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes

In addition, the following students should be excluded:

- Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution serves as an administrative record
- Students enrolled in any branch campus located in a foreign country

Please report all students in Fall Enrollment meeting these criteria who were enrolled at census. Please report all students in Term Registration meeting these criteria who were enrolled anytime after census or at end of term (including those who may not have been enrolled at census). Students who withdrew completely at any time after census should be included in the Term Registration file.

Please report all degrees and other formal awards conferred by your institution in the prior academic year in the Completions file.

Record Layouts / Templates

Fall Enrollment: http://dhe.mo.gov/data/emsas/meta/2016/EMSASfall2016headings_fin.xlsx

End-of-Term Registration: http://dhe.mo.gov/data/emsas/meta/2016/Term2016headings_fin.xlsx

Completions: http://dhe.mo.gov/data/emsas/meta/2015/comphanders_07.20.15.xlsx

File Specifications

Fall Enrollment: http://dhe.mo.gov/data/emsas/meta/2016/Fall_Filespecs_2016_fin.xlsx

End-of-Term Registration: http://dhe.mo.gov/data/emsas/meta/2016/Term_Filespecs_2016_fin.xlsx

Completions: http://dhe.mo.gov/data/emsas/meta/2016/Comp_Filespecs_2016_fin.xlsx

Business Rules

Fall Enrollment: http://dhe.mo.gov/data/emsas/meta/2016/Fall_BusRules_2016_fin.xlsx

End-of-Term Registration: http://dhe.mo.gov/data/emsas/meta/2016/Term_BusRules_2016_fin.xlsx

Completions: http://dhe.mo.gov/data/emsas/meta/2015/Comp_BusRules_07.20.15.xlsx

Table of Data Elements

STRIKETHROUGH indicates deprecated element

BOLD indicates optional element

Descriptor Short	Field Name	Field Length	Location
Ability to Benefit Test	ABTEST	2	E
Ability to Benefit Test Score	ABSCORE	3	E
ACT Composite	ACTCOM	2	E
ACT English	ACTENG	2	E
Academic Term	ACTTERM	2	ERC
ACT Math	ACTMAT	2	E
ACT Reading	ACTRED	2	E
ACT Science	ACTSCR	2	E
ASSET College Algebra	ASSETCA	2	E
ASSET Elementary Algebra	ASSETEA	2	E
ASSET Geometry	ASSETGM	2	E
ASSET Intermediate Algebra	ASSETIA	2	E
ASSET Numerical Skills	ASSETNS	2	E
ASSET Reading Skills	ASSETRS	2	E
ASSET Study Skills	ASSETSS	2	E
ASSET Writing Skills	ASSETWS	2	E
Athlete	ATHLETE	1	ER
Audited Credit Hours	AUDTRME/R	3	ER
Calendar Year	CALYEAR	4	ERC
Campus I.D.	CAMPUSID	10	ERC
Class Level	CLEVEL	2	ER
High School Core	CORE	1	E
HS Electives	CORELEC	2	E
Initial Transfer Hours	CRTRAN1E/R	4	ER
Cumulative Transfer Hours	CRTRAN2E/R	4	ER
Cumulative Credit	CUMCREDE/R	4	ER
Cumulative GPA	CUMGPA	3	R
Degree Level Conferred	DEGREEC	2	C
Degree Level Sought	DEGREEST	2	ER
Distance Learning Hours	DISTANCE	3	ER
Date of Birth	DOBIRTH	8	ERC
Degree-Seeking Status	DSSTATUS	1	ERC
Equated ACT Composite Score	FACTCOM	1	E
FICE College Code	FICECODE	6	ERC
File Type	FILETYPE	2	ERC
First Name	FIRSTNAM	30	ERC

Descriptor Short	Field Name	Field Length	Location
High School Foreign Language	FSELECT	2	E
Full-Time Equivalent Enrollment	FTEE/R	3	ER
Full-time / Part-time Override	FTPTOVR	1	ER
Gender	GENDER	1	ERC
Geographic Origin	GEODOMI	5	ER
Total Graded Credit Hours	GRDTRMR	3	R
Highest Degree Held	HIDEGREE	2	ERC
High School Code	HSCODE	6	E
High School Class Rank	HSCRANK	4	E
High School Class Size	HSCSIZE	4	E
High School English Courses	HSENGCRS	2	E
Year of High School Graduation	HSGRDYR	6	E
HS Math Course	HSMATCRS	2	E
High School Percentile Rank	HSPRNK	4	E
High School Science Courses	HSSCICRS	2	E
High School Social Studies Courses	HSSSTCRS	2	E
High School Student Flag	HSSTUDNT	1	ER
High School Visual/PA Courses	HSPARCRS	2	E
Last Name	LASTNAME	30	ERC
Legal Residence	LEGRES	1	E
Course Location	LOCCDF	1	E
Geographic Origin	LOCDOMI	3	ER
Manual Year	MANUALYEAR	4	ERC
MHEC Participant	MHECPRO	1	ER
Middle Initial	MIDDLE	1	ERC
MOSIS ID	MOSIS	10	ERC
Non-College Hours	NONCOLE/R	3	ER
Reverse Transfer Opt-In	OPTIN	1	R
Prep Math	PREPMATHE/R	3	ER
Prep English	PREPENGLE/R	3	ER
Prep Reading	PREPREADE/R	3	ER
First Option Code	PGONEQP	4	ERC
Second Option Code	PGTWOOP	4	ERC
First Major CIP Code	PROGONE	6	ERC
Second Major CIP Code	PROGTWO	6	ERC
Race / Ethnicity	RACE	2	ERC
Hispanic	RACEA	1	ERC
NR Alien	RACEB	1	ERC
AIAN	RACEC	1	ERC
Asian	RACED	1	ERC
Black	RACEE	1	ERC

Descriptor Short	Field Name	Field Length	Location
Pacific Islander	RACEF	1	ERC
White	RACEG	1	ERC
Other Race	RACEH	1	ERC
FT/PT Override Reason	REASOVR	1	ER
Remedial English	REENGLER/R	3	ER
Remedial Math	REMATHE/R	3	ER
Other Remedial Hours	REOTHRE/R	3	ER
Remedial Reading	REREADE/R	3	ER
Reverse Transfer Completion	RTCOMP	1	C
SAT Math	SATMAT	3	E
SAT Critical Reading (Formerly Verbal)	SATCR	3	E
SSN or Student ID 1	SOCSEC1	9	ERC
SSN or Student ID 2	SOCSEC2	9	ERC
Sport	SPORT	2	ER
SSN or Student ID Status	SSTAT1	1	ERC
SSN or Student ID Status	SSTAT2	1	ERC
Enrollment Status	STUSTAT	1	ER
Suffix	SUFFIX	5	ERC
Total Term Hours	TOTRMHRE/R	3	ER
Total Term Quality Points	TOTRMQPT	4	R
Transfer Institution (IPEDSID)	TRANSCHIPEDS	6	ER
Transfer Institution	TRANSSCH	6	ER
Term Grade Point Average	TRMGPA	3	R
Veteran Status	VETERAN	1	ER
Withdraw	WITHDRAW	2	R

Field Name: ABSCORE
Descriptor Long: Ability to Benefit Test Score
Field Position: E: 202-204
Field Length: 3
Field Status: Deprecated
Definition:
Comments: Column(s) should be included in flat file or CSV submissions to maintain file structure
Hyperlink Resources:
Manual Year: 2016
Codeset Name: DEPRECATED999
CodesetFormat: ###
CodesetComments:
CodesetExample:

Value	Description
999	Variable is deprecated please use "999"

Field Name: ABTEST
Descriptor Long: Ability to Benefit Test
Field Position: E: 200-201
Field Length: 2
Field Status: Deprecated
Definition:
Comments: Column(s) should be included in flat file or CSV submissions to maintain file structure
Hyperlink Resources:
Manual Year: 2016
Codeset Name: DEPRECATED99
CodesetFormat: ##
CodesetComments:
CodesetExample:

Value	Description
99	Variable is deprecated please use "99"

Field Name: ACTCOM
Descriptor Long: American College Testing (ACT) Composite Score
Field Position: E: 175-176
Field Length: 2
Field Status: Current
Definition: Composite score an entering student received on the American College Testing (ACT) college entrance examination submitted for admissions consideration or attained by the student as a result of an on-campus administration of the ACT after the student has already enrolled.
Comments: This is the score received from the student or from the American College Testing (ACT) service that specifies the composite score value the student received on the ACT college admissions test. ACT/SAT Concordance information is available in the hyperlink resources field.
Hyperlink Resources: [ACT-SAT Concordance Table](#)
Manual Year: 2016
Codeset Name: ACT
CodesetFormat: ##
CodesetComments:
CodesetExample:

Value	Description
01 to 36	Acceptable Values (include leading 0s)
99	Unknown, Institution does not have information to populate this field

Field Name:	ACTENG
Descriptor Long:	American College Testing (ACT) English Subscale Score
Field Position:	E: 167-168
Field Length:	2
Field Status:	Current
Definition:	Score an entering student received on the English Subscale portion of the American College Testing (ACT) college entrance examination submitted for admissions consideration or attained by the student as a result of an on-campus administration of the ACT after the student has already enrolled. All subscale scores should be reported from the same test administration as the ACT Composite score reported in the ACTCOM column.
Comments:	This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the English subscale score the student received on the ACT college admissions test.
Hyperlink Resources:	ACT/SAT Concordance information is available in the hyperlink resources ACT-SAT Concordance Table
Manual Year:	2016
Codeset Name:	ACT
CodesetFormat:	##
CodesetComments:	
CodesetExample:	

Value	Description
01 to 36	Acceptable Values (include leading 0s)
99	Unknown, Institution does not have information to populate this field

Field Name: ACTERM
Descriptor Long: Academic Term
Field Position: E: 9-10, R: 9-10; C: 9-10
Field Length: 2
Field Status: Current
Definition: Academic term refers to the reporting period of students attendance, typically the semester
Comments:
Hyperlink Resources:
Manual Year: 2016
Codeset Name: ACTERM
CodesetFormat: ##
CodesetComments: Code 20 is limited to the Fall Enrollment File, which contains a snap-shot of students enrolled at an institution as fall census date, typically the 20th day of classes. Summer is treated as a leading term.

Codes 11, 21, 31, and 41 are used in the Term Registration File, which contains data on students enrolled as of the date grades are run at the institution in each term, as well as to the Completions File recording the students' conferred awards in the summer, following fall, or spring

CodesetExample:

Value	Description
11	Summer (End-of-term)
20	Fall (Census date)
21	Fall (End-of-term)
31	Winter (End-of-term, UM only, equivalent to Spring)
41	Spring (End-of-term)

Field Name:	ACTMAT
Descriptor Long:	American College Testing (ACT) Mathematics Subscale Score
Field Position:	E: 169-170
Field Length:	2
Field Status:	Current
Definition:	Score an entering student received on the Mathematics Subscale portion of the American College Testing (ACT) college entrance examination submitted for admissions consideration or attained by the student as a result of an on-campus administration of the ACT after the student has already enrolled. All subscale scores should be reported from the same test administration as the ACT Composite score reported in the ACTCOM column.
Comments:	This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the Mathematics subscale score the student received on the ACT college admissions test.
Hyperlink Resources:	ACT/SAT Concordance information is available in the hyperlink resources <u>ACT-SAT Concordance Table</u>
Manual Year:	2016
Codeset Name:	ACT
CodesetFormat:	##
CodesetComments:	
CodesetExample:	

Value	Description
01 to 36	Acceptable Values (include leading 0s)
99	Unknown, Institution does not have information to populate this field

Field Name:	ACTRED
Descriptor Long:	American College Testing (ACT) Reading Subscale Score
Field Position:	E: 171-172
Field Length:	2
Field Status:	Current
Definition:	Score an entering student received on the Reading Subscale portion of the American College Testing (ACT) college entrance examination submitted for admissions consideration or attained by the student as a result of an on-campus administration of the ACT after the student has already enrolled. All subscale scores should be reported from the same test administration as the ACT Composite score reported in the ACTCOM column.
Comments:	This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the Mathematics subscale score the student received on the ACT college admissions test.
Hyperlink Resources:	ACT/SAT Concordance information is available in the hyperlink resources ACT-SAT Concordance Table
Manual Year:	2016
Codeset Name:	ACT
CodesetFormat:	##
CodesetComments:	
CodesetExample:	

Value	Description
01 to 36	Acceptable Values (include leading 0s)
99	Unknown, Institution does not have information to populate this field

Field Name:	ACTSCR
Descriptor Long:	American College Testing (ACT) Science Subscale Score
Field Position:	E: 173-174
Field Length:	2
Field Status:	Current
Definition:	Score an entering student received on the Science Subscale portion of the American College Testing (ACT) college entrance examination submitted for admissions consideration or attained by the student as a result of an on-campus administration of the ACT after the student has already enrolled. All subscale scores should be reported from the same test administration as the ACT Composite score reported in the ACTCOM column.
Comments:	This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the Mathematics subscale score the student received on the ACT college admissions test.
Hyperlink Resources:	ACT/SAT Concordance information is available in the hyperlink resources ACT-SAT Concordance Table
Manual Year:	2016
Codeset Name:	ACT
CodesetFormat:	##
CodesetComments:	
CodesetExample:	

Value	Description
01 to 36	Acceptable Values (include leading 0s)
99	Unknown, Institution does not have information to populate this field

Field Name: ASSETCA
Descriptor Long: ASSET College Algebra Score
Field Position: E: 196-197
Field Length: 2
Field Status: Deprecated
Definition: Score an entering or recently enrolled student received on the ASSET College Algebra placement exam.
Comments: This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET College Algebra test.
Hyperlink Resources:
Manual Year: 2016
Codeset Name: DEPRECATED99
CodesetFormat: ##
CodesetComments:
CodesetExample:

Value	Description
99	Variable is deprecated please use "99"

Field Name: ASSETEA
Descriptor Long: ASSET Elementary Algebra Score
Field Position: E: 192-193
Field Length: 2
Field Status: Deprecated
Definition: Score an entering or recently enrolled student received on the ASSET Elementary Algebra placement exam.
Comments: This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET Elementary Algebra test.
Hyperlink Resources:
Manual Year: 2016
Codeset Name: DEPRECATEDE99
CodesetFormat: ##
CodesetComments:
CodesetExample:

Value	Description
99	Variable is deprecated please use "99"

Field Name:	ASSETGM
Descriptor Long:	ASSET Geometry Score
Field Position:	E: 198-199
Field Length:	2
Field Status:	Deprecated
Definition:	Score an entering or recently enrolled student received on the ASSET Geometry placement exam.
Comments:	This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET Geometry test.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	DEPRECATED99
CodesetFormat:	##
CodesetComments:	
CodesetExample:	

Value	Description
99	Variable is deprecated please use "99"

Field Name:	ASSETIA
Descriptor Long:	ASSET Intermediate Algebra Score
Field Position:	E: 194-195
Field Length:	2
Field Status:	Deprecated
Definition:	Score an entering or recently enrolled student received on the ASSET Intermediate Algebra placement exam.
Comments:	This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET Intermediate Algebra test.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	DEPRECATE99
CodesetFormat:	##
CodesetComments:	
CodesetExample:	

Value	Description
99	Variable is deprecated please use "99"

Field Name:	ASSETNS
Descriptor Long:	ASSET Numerical Skills Score
Field Position:	E: 188-189
Field Length:	2
Field Status:	Deprecated
Definition:	Score an entering or recently enrolled student received on the ASSET Numerical Skills placement exam.
Comments:	This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET Numerical Skills test.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	DEPRECATED99
CodesetFormat:	##
CodesetComments:	
CodesetExample:	

Value	Description
99	Variable is deprecated please use "99"

Field Name:	ASSETRS
Descriptor Long:	ASSET Reading Skills Score
Field Position:	E: 186-187
Field Length:	2
Field Status:	Deprecated
Definition:	Score an entering or recently enrolled student received on the ASSET Reading Skills placement exam.
Comments:	This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET Reading Skills test.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	DEPRECATE99
CodesetFormat:	##
CodesetComments:	
CodesetExample:	

Value	Description
99	Variable is deprecated please use "99"

Field Name: ASSETSS
Descriptor Long: ASSET Study Skills Score
Field Position: E: 190-191
Field Length: 2
Field Status: Deprecated
Definition:
Comments: Column(s) should be included in flat file or CSV submissions to maintain file structure
Hyperlink Resources:
Manual Year: 2016
Codeset Name: DEPRECATED99
CodesetFormat: ##
CodesetComments:
CodesetExample:

Value	Description
99	Variable is deprecated please use "99"

Field Name:	ASSETWS
Descriptor Long:	ASSET Writing Skills Score
Field Position:	E: 184-185
Field Length:	2
Field Status:	Deprecated
Definition:	Score an entering or recently enrolled student received on the ASSET Writing Skills placement exam.
Comments:	This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET Writing Skills test.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	DEPRECATE99
CodesetFormat:	##
CodesetComments:	
CodesetExample:	

Value	Description
99	Variable is deprecated please use "99"

Field Name: ATHLETE

Descriptor Long: Athlete Flag

Field Position: E: 205; R: 145

Field Length: 1

Field Status: Deprecated

Definition:

Comments: Column(s) should be included in flat file or CSV submissions to maintain file structure

Hyperlink Resources:

Manual Year: 2016

Codeset Name: DEPRECATED9

CodesetFormat: #

CodesetComments:

CodesetExample:

Value	Description
9	Variable is deprecated please use "9"

Field Name: AUDTRME/R
Descriptor Long: Total Audited Credit Hours
Field Position: E: 95-97; R: 95-97
Field Length: 3
Field Status: Current
Definition: The total number of audited hours by the student as of the institution's census date for the reported academic term or semester (Fall Enrollment file) or earned by the student by the end of the term being reported (Term Registration file).

Students included in the Fall Enrollment or Term Registration Files who are only recorded as enrolled / registered in audited credit hours (doctoral-level students excluded) will be considered as exclusive auditors.

Comments: These hours should be excluded from TOTRMHR

Hyperlink Resources:

Manual Year: 2016

Codeset Name: CREDHOUR3

CodesetFormat: ##v#

CodesetComments: Three digit value of actual number of hours with an implied decimal included (##v#).

CodesetExample: 16.5 credit hours=165; 12 credit hours=120

Value	Description
--------------	--------------------

000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

Field Name:	CALYEAR
Descriptor Long:	Calendar Year
Field Position:	E: 11-14; R: 11-14; C: 11-14
Field Length:	4
Field Status:	Current
Definition:	The Calendar year for the census (Fall Enrollment), end-of-term (Term Registration), or commencement data (Completions) being reported for the accompanying record.
Comments:	The year reported is the four digits of the calendar year for which the reported data apply. For example, a fall 1993 enrollment record is coded "1993", a degree conferred record for a degree conferred upon a student during the August 1993 graduation ceremony would also be coded "1993", a degree conferred during the spring 1994 graduation ceremony would be coded '1994'.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	YEAR
CodesetFormat:	####
CodesetComments:	Four digit value for year (YYYY)
CodesetExample:	

Value	Description
YYYY YYYY (e.g. 2010)	

Field Name: **CAMPUSID**
Descriptor Long: Student Campus I.D. or Last Name
Field Position: E: 35-44; R: 35-44; C: 35-44
Field Length: 10
Field Status: Current
Definition: Campus student identification number or ten character of a student's last name
Comments: This data element should be left-justified. If a campus assigns student identification numbers other than the social security number for student identification, record 10 characters of that number in this field. If, however, a campus uses the social security number as the student identifier, record up to 10 capital letters of the student's last name in this field.

Hyperlink Resources:

Manual Year: 2016

Codeset Name: STRINGNONE

CodesetFormat:

CodesetComments:

CodesetExample:

Value

Description

String variable, no codeset value information available

Field Name:	CLEVEL																												
Descriptor Long:	Student Class Level																												
Field Position:	E: 59-60; R: 59-60																												
Field Length:	2																												
Field Status:	Current																												
Definition:	The level of a student's progress toward a degree or certificate in terms of a traditional class designation. For the Fall Enrollment file this should be the student's status at the beginning of term; for the Term Registration file it is the status at end-of-term.																												
Comments:	If the class level for a newly enrolled or transfer student is not known, then the appropriate Unclassified code is to be used. If the level of a newly enrolled, continuing, or transfer student is known, then the exact class level code is to be reported in this field.																												
Hyperlink Resources:																													
Manual Year:	2016																												
Codeset Name:	CLEVEL																												
CodesetFormat:	##																												
CodesetComments:	If class level for newly enrolled or transfer student is not known, then the appropriate "Unclassified" code is to be used.																												
CodesetExample:	<table border="0"> <thead> <tr> <th style="text-align: left;">Value</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>Freshman (Undergraduate), typically less than 30 semester hours (900 contact</td> </tr> <tr> <td>13</td> <td>Sophomore (Undergraduate), typically 30 - 59 credit hours for 4Y and 30 or more for 2Y institutions</td> </tr> <tr> <td>14</td> <td>Junior (Undergraduate), typically 60 - 89 credit hours for 4Y institutions</td> </tr> <tr> <td>15</td> <td>Senior (Undergraduate), typically 90 or more credit hours for 4Y institutions</td> </tr> <tr> <td>18</td> <td>Unclassified undergraduate whose class level is unknown</td> </tr> <tr> <td>17</td> <td>First Professional Student (law, medicine, veterinary medicine, dentistry, optometry, etc.) Equivalent to IPEDS Doctoral- Professional practice</td> </tr> <tr> <td>20</td> <td>Unclassified first professional student. Equivalent to IPEDS Doctoral- Professional practice</td> </tr> <tr> <td>19</td> <td>Unclassified graduate for whom it is not known if the student is at the specialist, master's, or doctoral level</td> </tr> <tr> <td>16</td> <td>Postbaccalaureate student not pursuing professional or graduate degrees</td> </tr> <tr> <td>26</td> <td>Specialist degree-level graduate student</td> </tr> <tr> <td>36</td> <td>Master's degree-level graduate student</td> </tr> <tr> <td>46</td> <td>Doctoral (PhD, EdD) degree-level graduate student; equivalent to IPEDS Doctoral Research/Scholarship</td> </tr> <tr> <td>21</td> <td>Student is pursuing subsequent bachelor's degree</td> </tr> </tbody> </table>	Value	Description	11	Freshman (Undergraduate), typically less than 30 semester hours (900 contact	13	Sophomore (Undergraduate), typically 30 - 59 credit hours for 4Y and 30 or more for 2Y institutions	14	Junior (Undergraduate), typically 60 - 89 credit hours for 4Y institutions	15	Senior (Undergraduate), typically 90 or more credit hours for 4Y institutions	18	Unclassified undergraduate whose class level is unknown	17	First Professional Student (law, medicine, veterinary medicine, dentistry, optometry, etc.) Equivalent to IPEDS Doctoral- Professional practice	20	Unclassified first professional student. Equivalent to IPEDS Doctoral- Professional practice	19	Unclassified graduate for whom it is not known if the student is at the specialist, master's, or doctoral level	16	Postbaccalaureate student not pursuing professional or graduate degrees	26	Specialist degree-level graduate student	36	Master's degree-level graduate student	46	Doctoral (PhD, EdD) degree-level graduate student; equivalent to IPEDS Doctoral Research/Scholarship	21	Student is pursuing subsequent bachelor's degree
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Field Name:	CORE
Descriptor Long:	Completed CBHE High School Curriculum Core
Field Position:	E: 154
Field Length:	1
Field Status:	Optional
Definition:	Dichotomous flag to indicate if a student has completed the Coordinating Board for Higher Education-recommended high school core curriculum
Comments:	<p>CORE was deprecated in EMSAS Fall Enrollment from 2010 through 2014, because DESE public high school graduation requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because students could again graduate from a Missouri public high school without meeting the CBHE recommendations, CORE has been reactivated in EMSAS. Status should be reported for all same-year Missouri high school students graduating with a regular diploma.</p> <p>Reporting will be optional in fall 2015.</p>
Hyperlink Resources:	http://www.dhe.mo.gov/policies/hs-core.php
Manual Year:	2016
Codeset Name:	CORE
CodesetFormat:	#
CodesetComments:	
CodesetExample:	
Value	Description
Y	The student completed the CBHE Recommended High School Core Curriculum
N	The student did not complete the CBHE Recommended High School Core Curriculum
U	Unknown or not applicable (e.g. the student did not graduate from a Missouri high school)

Field Name:	CORELEC
Descriptor Long:	Number of High School Core Electives in Other Disciplines
Field Position:	E: 165-166
Field Length:	2
Field Status:	Optional
Definition:	Total number of courses, or units, of foreign language study, computer science with a prerequisite of algebra I, state or international history, or signing for the hearing impaired, that the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university.
Comments:	DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional except for HSMATCRS .
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	HSCOURSE
CodesetFormat:	#v#
CodesetComments:	Two digit value of actual number of years with an implied decimal included (#v#). Used for CORELECT, FLECT, HSENGCRS, HSMATCRS, HSSCICRS, HSSSTCRS, HSVPARCRS. Number of years with implied decimal.
CodesetExample:	3 semester of course = 15
Value	Description
00	None
10 to highest	Acceptable values, Number of years, implied decimal (#v#)
99	Unknown if student took such courses, not equivalent to None

Field Name:	CRTRAN1E/R
Descriptor Long:	Initial Credit Hours a Receiving Institution Accepts in Transfer For A First-E: 108-111; R: 111-114
Field Position:	4
Field Length:	4
Field Status:	Current
Definition:	Number of initial credit hours a first-time transfer or first-time student receives in transfer from institutions previously attended.
Comments:	This field is limited to the number of transfer credits the student was awarded the first time the student transfers to an institution. The reported value will not change in subsequent terms for most students, although late-arriving transcripts or credit which was provisionally counted but then later disallowed may impact the total.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	CRTRAN
CodesetFormat:	###v#
CodesetComments:	Four digit value of hours with implied decimal included (##v#). Include leading 0s
CodesetExample:	30 credit hours=0300
Value	Description
0000	No Transfer Credits Recorded/Accepted
0005 to highest	Acceptable Values for Credit Transfer

Field Name: CRTRAN2E/R
Descriptor Long: Total Transfer Credit Hours Accumulated
Field Position: E: 112-115; R: 115-118
Field Length: 4
Field Status: Current
Definition: Total number of transferred credit hours a student has received, at any time, from an institution other than the institution in which the student is currently enrolled. Cumulative transfer credit should be reported as of Census (Fall Enrollment) or End-of-Term (Term Registration).
Comments: If a student is a new transfer in the fall and the institution accepts 36 credits in transfer, both the CRTRAN1R and CRTRAN2R fields would contain the value '360'. Should the student attend another institution the following summer and receives 12 hours of credit that is transferred to the institution, the student record for CRTRAN1R would remain unchanged with a value of '360', however, the additional 12 hours would be added to CRTRAN2R reflecting that the student now has a total of 48 hours, '480', transfer credit hours.

Report only those hours consistent with or applied to the level/degree

Hyperlink Resources:
Manual Year: 2016
Codeset Name: CRTRAN
CodesetFormat: ####v#
CodesetComments: Four digit value of hours with implied decimal included (##v#). Include leading 0s
CodesetExample: 30 credit hours=0300

Value	Description
0000	No Transfer Credits Recorded/Accepted
0005 to highest	Acceptable Values for Credit Transfer

Field Name: CUMCREDE/R
Descriptor Long: Cumulative Credit Hours
Field Position: E: 98-101; R: 101-104
Field Length: 4
Field Status: Current
Definition: Cumulative credit hours a student has earned for all the courses taken during the student's collegiate career as recorded by the institution where student is currently enrolled. Field should include all credit transcribed by the institution, including transfer credit and dual credit, while excluding audited credit, and non-college level credit. Cumulative credit should be reported as of Census (Fall Enrollment) or End-of-Term (Term Registration).
Comments: Report only those hours consistent with or applied to the level/degree reported in CLEVEL/DEGREEST
Hyperlink Resources:
Manual Year: 2016
Codeset Name: CREDHOUR4
CodesetFormat: ####v#
CodesetComments: Four digit value of hours with implied decimal included (##v#). Include leading 0s
CodesetExample: 30 credit hours=0300

Value	Description
0000 to highest Accepted Values (include leading/trailing 0s)	

Field Name: CUMGPA
Descriptor Long: Cumulative Grade Point Average (GPA)
Field Position: R: 140-142
Field Length: 3
Field Status: Current
Definition: Cumulative college grade point average a student has earned for all the courses taken during the student's collegiate career as transcribed by the institution where the student is currently enrolled.
Comments: Report only those GPA points consistent with or applied to the level/degree reported in CLEVEL/DEGREEST
Hyperlink Resources:
Manual Year: 2016
Codeset Name: GPA
CodesetFormat: #v##
CodesetComments: Three digit value with implied decimal to hundredths place (#v##)
CodesetExample: GPA of 3.0=300

Value	Description
000	Grade point average actually zero (use 999 for Not Applicable or not available yet)
001 to highest	Acceptable Values (include trailing 0s)
999	No GPA, not applicable (pass/fail/audit coursework only or not currently available (e.g. incomplete))

Field Name:	DEGREEC
Descriptor Long:	Degree Level Conferred
Field Position:	C: 50-51
Field Length:	2
Field Status:	Current
Definition:	The level of the degree conferred to a student upon the completion of a degree or other formal award program of study.
Comments:	Records should report up to two majors per student, provided all awards are conferred at the same degree level, and at the conclusion of the same calendar year and term. Awards at more than one degree level, or in more than one term in the same reporting year, should be reported in separate records.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	DEGREE
CodesetFormat:	## or CC
CodesetComments:	Used for DEGREEC, DEGREEST, and HIDEGREE. 70= Formal Award; 98=Unknown, N/A, valid only for DEGREEST and HIDEGREE; 99=No college level degree held, valid only for HIDEGREE
CodesetExample:	
Value	Description
70	OTHER FORMAL AWARD: Recognition in writing by an institution to the student for the completion of a program of courses that has been approved by the institution's governing board which cannot be classified by one of the following certificates, diplomas, or degrees.
11	CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE SEMESTER: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers a time span of one semester or less.
20	CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE YEAR: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span less than one academic year. Requires completion of an organized program of study at the postsecondary level in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.
21	CERTIFICATE/AWARD/DIPLOMA OF AT LEAST 1 BUT LESS THAN 2 YEARS: An award for the successful completion of a course of study or program at the postsecondary level, requiring at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.
22	TWO-YEAR CERTIFICATE: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers 2 full-time equivalent academic years, or completion of 60 credit hours or 1,800 contact hours.
24	CERTIFICATE/AWARD/DIPLOMA OF MORE THAN 2 BUT LESS THAN 4 YEARS: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span greater than two but less than four academic years. Requires completion of an organized program of study at the postsecondary level in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

- 31 ASSOCIATE of ARTS: The degree granted upon completion of an educational program less than baccalaureate level, requiring at least 2 but less than 4 academic years of college work.
- 32 ASSOCIATE of SCIENCE: The degree granted upon completion of an educational program less than baccalaureate level, requiring at least 2 but less than 4 years of college work.
- 33 ASSOCIATE OF APPLIED SCIENCE: The degree granted upon completion of a program less than baccalaureate level, requiring at least 2 but less than 4 years of college
- 34 ASSOCIATE OF ARTS IN TEACHING (NEW 2010): The degree granted upon completion of an educational program less than baccalaureate level, requiring at least two but less than four academic years of college work
- 23 ASSOCIATE DEGREE (other): The degree granted upon completion of an educational program less than baccalaureate level, requiring at least two but less than four academic years of college work. This degree consists of all associate degrees with the exception of the AA, AS, AAS and AAT degrees.
- 25 BACHELOR'S DEGREE: Any earned academic degree carrying the title of bachelor. An award that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a cooperative or work-study plan or program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows the student to combine actual work experience with college studies. Also includes bachelor's degrees in which the normal 4 years of work is completed
- 41 POSTBACCALAUREATE CERTIFICATE: An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.
- 42 MASTER'S DEGREE: An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but no more than 2 academic years of work beyond the bachelor's degree. Any earned academic degree carrying the title of master. In liberal arts and sciences, the degree is customarily granted upon successful completion of one or two academic years of work beyond the bachelor's level. In professional fields, it is an advanced professional degree carrying the master's designation earned after the first professional degree (e.g., LLM, Master in Surgery, MS, Master of Science, MSW, Master of Social Work).
- 43 EDUCATION SPECIALIST: A certificate requiring completion of an organized program of not less than 30 semester hours beyond the master's degree and enables persons to become certified as school counselors, school principals, school superintendents, and other specialty areas related to employment in elementary
- 44 POST-MASTER'S CERTIFICATE: An award that requires completion of an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's
- 45 DOCTORAL DEGREE: An earned academic degree carrying the title of doctor, e.g., PhD and EdD. Not to be included are first professional degrees such as MD or DDS. Equivalent to IPEDS "Doctor's Degree: Research/Scholarship"
- 60 FIRST PROFESSIONAL DEGREE: A student enrolled in a graduate-level first professional degree program. A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program should be classified as a lower division student and not as a first professional student. Equivalent to IPEDS "Doctor's Degree-
- 98 Unknown, N/A, Institutions is unaware of the highest degree sought by student (valid only with DEGREEST and HIDEGREE)
- 99 No College-level degree held (valid only with HIDEGREE)

Field Name:	DEGREEST
Descriptor Long:	Degree Level Sought
Field Position:	E: 64-65; R: 64-65
Field Length:	2
Field Status:	Current
Definition:	The highest degree level a student is currently working toward, and is intending to complete.
Comments:	Students should be coded according to the highest degree level the student is currently working toward; e.g. students enrolled in concurrent baccalaureate and master's programs should be coded at the master's level
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	DEGREE
CodesetFormat:	## or CC
CodesetComments:	Used for DEGREEC, DEGREEST, and HIDEGREE. 70= Formal Award; 98=Unknown, N/A, valid only for DEGREEST and HIDEGREE; 99=No college level degree held, valid only for HIDEGREE

CodesetExample:

Value	Description
70	OTHER FORMAL AWARD: Recognition in writing by an institution to the student for the completion of a program of courses that has been approved by the institution's governing board which cannot be classified by one of the following certificates, diplomas, or degrees.
11	CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE SEMESTER: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers a time span of one semester or less.
20	CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE YEAR: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span less than one academic year. Requires completion of an organized program of study at the postsecondary level in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.
21	CERTIFICATE/AWARD/DIPLOMA OF AT LEAST 1 BUT LESS THAN 2 YEARS: An award for the successful completion of a course of study or program at the postsecondary level, requiring at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.
22	TWO-YEAR CERTIFICATE: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers 2 full-time equivalent academic years, or completion of 60 credit hours or 1,800 contact hours.
24	CERTIFICATE/AWARD/DIPLOMA OF MORE THAN 2 BUT LESS THAN 4 YEARS: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span greater than two but less than four academic years. Requires completion of an organized program of study at the postsecondary level in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

- 31 ASSOCIATE of ARTS: The degree granted upon completion of an educational program less than baccalaureate level, requiring at least 2 but less than 4 academic years of college work.
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- 25 BACHELOR'S DEGREE: Any earned academic degree carrying the title of bachelor. An award that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a cooperative or work-study plan or program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows the student to combine actual work experience with college studies. Also includes bachelor's degrees in which the normal 4 years of work is completed
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- 99 No College-level degree held (valid only with HIDEGREE)

Field Name:	DISTANCE
Descriptor Long:	Distance Learning Credit Hours
Field Position:	E: 323-325; R: 259-261
Field Length:	3
Field Status:	Optional
Definition:	Number of credit hours enrolled exclusively as distance education as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).
	Coursework should be classified as distance learning if instruction takes place exclusively through a non-face-to-face modality in which the instructor and students are separated by time, location, or both. Education or training courses are delivered to remote locations via synchronous or asynchronous means of instruction, including written correspondence, text, graphics, audio- and videotape, CD-ROM, online learning, audio- and videoconferencing, interactive TV, and FAX.
Comments:	Prior to the 2015 Manual Year, credits would be counted here if instruction in the course was predominantly, or at least 50 percent distance education. For 2015, the EMSAS definition is changed to count credits delivered "exclusively" via distance education to align with the IPEDS definition of a Distance Education course. Reporting institutions may exercise discretion in regards to which courses are "exclusively" delivered as distance.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	CREDHOUR3
CodesetFormat:	##v#
CodesetComments:	Three digit value of actual number of hours with an implied decimal included (##v#).
CodesetExample:	16.5 credit hours=165; 12 credit hours=120
Value	Description
000 to highest	Acceptable Values (include leading 0s). Implied decimal ##v#

Field Name: DOBIRTH
Descriptor Long: Date of Birth
Field Position: E: 48-55; R: 48-55; C: 138-145
Field Length: 8
Field Status: Current
Definition: Student's date of birth
Comments: If the date of birth is known, the field should be filled with the first four digits indicating the year of birth, followed by two digits for the numeric abbreviation of the month of birth, followed by the final two digits indicating the day of birth (YYYYMMDD). For example, a date of birth of October 11, 1986 should be coded '19861011'.

Hyperlink Resources:

Manual Year: 2016

Codeset Name: DOBIRTH

CodesetFormat: #####

CodesetComments: Eight-digit value for date YYYYMMDD

CodesetExample: October 11, 1986 = 19861011

Value	Description
19000101 to 99999999	Acceptable Values (YYYYMMDD)
99999999	Unknown, Institution does not have information to populate this field

Field Name:	DSSTATUS
Descriptor Long:	Degree-Seeking Status
Field Position:	E: 86; R: 86
Field Length:	1
Field Status:	Current
Definition:	Status of a student enrolled in courses for credit who is recognized by the institution as seeking, or not seeking, a formal award at the reporting institution. At the undergraduate level, this is intended to include those enrolled in vocational/occupational programs.
Comments:	This field identifies whether a student is seeking a certificate, diploma, degree, or other formal award at the reporting institution. Students seeking a degree or other formal award are those enrolled in courses for credit and who are recognized by the reporting institution as seeking a degree or other formal award.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	DSSTATUS
CodesetFormat:	#
CodesetComments:	
CodesetExample:	
Value	Description
0	Unknown, Institution does not have information to populate this field
1	Degree-Seeking
2	Non-Degree-Seeking

Field Name:	EACTCOM
Descriptor Long:	Equated ACT Composite Score
Field Position:	E: 177
Field Length:	1
Field Status:	Current
Definition:	Identifies students for whom the ACT Composite Score reported in the EACTCOM field has been equated based on SAT Math (SATMAT) and SAT Verbal (SATVER) scores.
Comments:	ACT/SAT Concordance information is available in the hyperlink resources
Hyperlink Resources:	ACT-SAT Concordance Table
Manual Year:	2016
Codeset Name:	EACTCOM
CodesetFormat:	#
CodesetComments:	
CodesetExample:	

Value	Description
0	Not Applicable
1	Any ACT scores reported for this student are based on ACT testing.
2	ACT Composite Score (EACTCOM) equated based on SAT testing.

Field Name:	FICECODE
Descriptor Long:	FICE College Code
Field Position:	E: 3-8; R: 3-8; C: 3-8
Field Length:	6
Field Status:	Current
Definition:	FICE code used to identify reporting institution.
Comments:	
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	STRINGNONE
CodesetFormat:	
CodesetComments:	
CodesetExample:	

Value	Description
	String variable, no codeset value information available

Field Name: FILETYPE
Descriptor Long: File Type
Field Position: E: 1-2; R: 1-2; C: 1-2;
Field Length: 2
Field Status: Current
Definition: Indicates which record is being reported
Comments:
Hyperlink Resources:
Manual Year: 2016
Codeset Name: FILETYPE
CodesetFormat: ##
CodesetComments:
CodesetExample:

Value	Description
01	Fall Enrollment
03	Term Registration
05	Degree Completion

Field Name: FIRSTNAM
Descriptor Long: First Name
Field Position: E: 242-271; R: 178-207; C: 102-131
Field Length: 30
Field Status: Current
Definition: Student's first name
Comments: May include punctuation (e.g. hyphen)
Hyperlink Resources:
Manual Year: 2016
Codeset Name: STRINGNONE
CodesetFormat:
CodesetComments:
CodesetExample:

Value	Description
	String variable, no codeset value information available

Field Name: FLECT
Descriptor Long: Number of Foreign Language Courses
Field Position: E: 210-211
Field Length: 2
Field Status: Optional
Definition: The number of courses, or units, of foreign language study, that the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university.
Comments: This field is required for all first-time undergraduates. High school foreign language courses applicable to the CBHE recommended high school electives include course such as: (1) Chinese, (2) French, (3) German, (4) Greek, (5) Hebrew, (6) Italian, (7) Japanese, (8) Latin, (9) Russian, and (10) Spanish. Any language spoken by citizens of a non-English-speaking country applies to the foreign language elective.

Record in this field the number of units of foreign language, defined as one full year of study, that are applicable to the CBHE-recommended high school core curriculum electives. For example, a student taking two (2) years of high school German would have a '20' recorded in this field. A student taking three and one-half years of Russian and one year of Spanish would have '45' (4.5 years) recorded in this field. Includes an implied decimal (9v9).

The high school foreign language courses applicable to the Coordinating Board's recommended high school electives typically include such courses as: (1) Chinese, (2) French, (3) German, (4) Greek, (5) Hebrew, (6) Italian, (7) Japanese, (8) Latin, (9) Russian, and (10) Spanish. Any language spoken by citizens of a non-English-speaking country applies to the foreign language elective.

DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional **except** for HSMATCRS.

Hyperlink Resources:
Manual Year: 2016
Codeset Name: HSCOURSE
CodesetFormat: #v#
CodesetComments: Two digit value of actual number of years with an implied decimal included (#v#). Used for CORELECT, FLECT, HSENGCRS, HSMATCRS, HSSCICRS, HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

CodesetExample: 3 semester of course = 15

Value	Description
00	None
10 to highest	Acceptable values, Number of years, implied decimal (#v#)
99	Unknown if student took such courses, not equivalent to None

Field Name: FTEE/R
Descriptor Long: Full-Time Equivalent Enrollment
Field Position: E: 92-94; R: 92-94
Field Length: 3
Field Status: Current
Definition: This field may be used to assign a full-time equivalent enrollment value to first-professional students (but not undergraduate or graduate students), for whom full-time enrollment status may vary by program.

Comments:

Hyperlink Resources:

Manual Year: 2016

Codeset Name: FTE

CodesetFormat: #v##

CodesetComments: Implied decimal between first and second digits. This field for first-professional students only

Value 999 should be used for all non-first-professionals level students, and first-professional students with no adjustment required.

CodesetExample: Full-time 1.0 = 100; Half-time .5 = 050

Value	Description
000 to highest	Acceptable values (First Professional Only)
999	Not Applicable

Field Name: FTPTOVR
Descriptor Long: Full-time / Part-time Override
Field Position: E: 90; R: 90
Field Length: 1
Field Status: Current
Definition: This field may be used to over-ride the calculated full-time/ part-time enrollment status of first-professional and graduate level students (but not undergraduate students), for whom full-time enrollment status may vary by program

Comments:

Hyperlink Resources:

Manual Year: 2016

Codeset Name: FTPTOVR

CodesetFormat: #

CodesetComments:

CodesetExample:

Value	Description
0	Not Applicable, FTPTOVR should not be used to determine student's full-/part-time enrollment status
1	Student should be coded/reported as part-time
2	Student should be coded/reported as full-time

Field Name: GENDER
Descriptor Long: Gender
Field Position: E: 45; R: 45; C: 45
Field Length: 1
Field Status: Current
Definition: Gender of the student
Comments:
Hyperlink Resources:
Manual Year: 2016
Codeset Name: Gender
CodesetFormat: C
CodesetComments:
CodesetExample:

Value	Description
F	Female
M	Male
U	Unknown

Field Name:	GEODOMI
Descriptor Long:	Geographic Origin (Domicile)
Field Position:	E: 312-316; R: 248-252
Field Length:	5
Field Status:	Current
Definition:	The geographic origin of a student at the time of initial admission to the institution as a first-time student or first-time transfer student.
Comments:	This code should not change for undergraduate students; however, out-of-state undergraduate completers at Missouri institutions who re-enroll as graduate or first-professional students may be coded as Missouri students, provided all requirements of CBHE policy on student residency have been met (see Hyperlink Resources). Institutions may exercise discretion in determining geographic origin at admission by defined criteria, e.g. residency for tuition purposes.
Hyperlink Resources:	http://dhe.mo.gov/documents/DetailedGeoDomi.xlsx
Manual Year:	2016
Codeset Name:	GEODOMI
CodesetFormat:	#####
CodesetComments:	
CodesetExample:	
Value	Description
29001 to 29229	Valid Missouri county codes (use 29000 for Missouri unknown county)
01000 to 56000	Valid US state codes (use 29000 for Missouri unknown county)
60000 to 78000	US Territories
00004 to 00894	Foreign Countries
99999	Unknown Foreign Countries
99999	Unknown, Institution does not have information to populate this field

Field Name: GRDTRMR
Descriptor Long: Total Graded Credit Hours
Field Position: R: 98-100
Field Length: 3
Field Status: Current
Definition: Total number of graded credit hours a student has earned during the term being reported.
Comments: Graded credit hours is defined as hours for which a student received a letter grade, e.g. A, B, C, D, F. Excluded from the graded term credit hours are those credit hours associated with courses for which a student is expected to receive a grade of Pass/Fail or Satisfactory/Unsatisfactory completion or those credit hours associated with the courses the student is auditing or withdrew.

Depending on how an institution treats remedial mathematics, remedial English, remedial reading, non-college-level and dual enrollment credits, these too might be included in this total graded credit hour field. Thus, this field should include the numerical value of the total graded credits the institution has recorded on its files for the student during the term being

Hyperlink Resources:
Manual Year: 2016
Codeset Name: CREDHOUR3
CodesetFormat: ##v#
CodesetComments: Three digit value of actual number of hours with an implied decimal included (##v#).
CodesetExample: 16.5 credit hours=165; 12 credit hours=120

Value	Description
000 to highest Acceptable Values (include leading 0s).	Implied decimal ##v#

Field Name:	HIDEGREE
Descriptor Long:	Highest Degree Held
Field Position:	E: 62-63; R: 62-63; C: 48-49
Field Length:	2
Field Status:	Current
Definition:	the highest degree a student has been awarded by either the reporting institution or another institution.
Comments:	
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	DEGREE
CodesetFormat:	## or CC
CodesetComments:	Used for DEGREEC, DEGREEST, and HIDEGREE. 70= Formal Award; 98=Unknown, N/A, valid only for DEGREEST and HIDEGREE; 99=No college level degree held, valid only for HIDEGREE
CodesetExample:	
Value	Description
70	OTHER FORMAL AWARD: Recognition in writing by an institution to the student for the completion of a program of courses that has been approved by the institution's governing board which cannot be classified by one of the following certificates, diplomas, or degrees.
11	CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE SEMESTER: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers a time span of one semester or less.
20	CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE YEAR: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span less than one academic year. Requires completion of an organized program of study at the postsecondary level in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.
21	CERTIFICATE/AWARD/DIPLOMA OF AT LEAST 1 BUT LESS THAN 2 YEARS: An award for the successful completion of a course of study or program at the postsecondary level, requiring at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.
22	TWO-YEAR CERTIFICATE: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers 2 full-time equivalent academic years, or completion of 60 credit hours or 1,800 contact hours.
24	CERTIFICATE/AWARD/DIPLOMA OF MORE THAN 2 BUT LESS THAN 4 YEARS: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span greater than two but less than four academic years. Requires completion of an organized program of study at the postsecondary level in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.
31	ASSOCIATE of ARTS: The degree granted upon completion of an educational program less than baccalaureate level, requiring at least 2 but less than 4 academic years of college work.

- 32 ASSOCIATE of SCIENCE: The degree granted upon completion of an educational program less than baccalaureate level, requiring at least 2 but less than 4 years of college work.
- 33 ASSOCIATE OF APPLIED SCIENCE: The degree granted upon completion of a program less than baccalaureate level, requiring at least 2 but less than 4 years of college
- 34 ASSOCIATE OF ARTS IN TEACHING (NEW 2010): The degree granted upon completion of an educational program less than baccalaureate level, requiring at least two but less than four academic years of college work
- 23 ASSOCIATE DEGREE (other): The degree granted upon completion of an educational program less than baccalaureate level, requiring at least two but less than four academic years of college work. This degree consists of all associate degrees with the exception of the AA, AS, AAS and AAT degrees.
- 25 BACHELOR'S DEGREE: Any earned academic degree carrying the title of bachelor. An award that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a cooperative or work-study plan or program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows the student to combine actual work experience with college studies. Also includes bachelor's degrees in which the normal 4 years of work is completed
- 41 POSTBACCALAUREATE CERTIFICATE: An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.
- 42 MASTER'S DEGREE: An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but no more than 2 academic years of work beyond the bachelor's degree. Any earned academic degree carrying the title of master. In liberal arts and sciences, the degree is customarily granted upon successful completion of one or two academic years of work beyond the bachelor's level. In professional fields, it is an advanced professional degree carrying the master's designation earned after the first professional degree (e.g., LLM, Master in Surgery, MS, Master of Science, MSW, Master of Social Work).
- 43 EDUCATION SPECIALIST: A certificate requiring completion of an organized program of not less than 30 semester hours beyond the master's degree and enables persons to become certified as school counselors, school principals, school superintendents, and other specialty areas related to employment in elementary
- 44 POST-MASTER'S CERTIFICATE: An award that requires completion of an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's
- 45 DOCTORAL DEGREE: An earned academic degree carrying the title of doctor, e.g., PhD and EdD. Not to be included are first professional degrees such as MD or DDS. Equivalent to IPEDS "Doctor's Degree: Research/Scholarship"
- 60 FIRST PROFESSIONAL DEGREE: A student enrolled in a graduate-level first professional degree program. A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program should be classified as a lower division student and not as a first professional student. Equivalent to IPEDS "Doctor's Degree-
- 98 Unknown, N/A, Institutions is unaware of the highest degree sought by student (valid only with DEGREEST and HIDEGREE)
- 99 No College-level degree held (valid only with HIDEGREE)

Field Name: HSCODE
Descriptor Long: High School Code
Field Position: E: 130-135
Field Length: 6
Field Status: Current
Definition: A 6-digit number assigned by ACT that identifies the high school that awards the high school diploma to a student.
Comments: See the link in Hyperlink Resources for High School codes. This field is required for all first-time undergraduates. The American College Testing (ACT) codes are used for public and private high schools.
Hyperlink Resources: [ACT High School Codes](#)

Manual Year: 2016

Codeset Name: HSCODE
CodesetFormat: #####
CodesetComments:
CodesetExample:

Value	Description
Valid ACT Codes	Valid ACT Codes
999995	A student graduating from an unaccredited high school
999996	A student who completed secondary education through home schooling
999997	A student admitted on the basis of a passing Ability to Benefit Test
999998	A student admitted on the basis of a passing General Equivalency Diploma (GED) examination score
999999	Not a high school graduate, does not have a passing GED examination score, an ABT score, or not home schooled.
999994	Unknown

Field Name:	HSCRANK
Descriptor Long:	High School Class Rank
Field Position:	E: 146-149
Field Length:	4
Field Status:	Current
Definition:	The ranked position of the student among his or her high school graduating class. This field is required for all first-time undergraduates.
Comments:	
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	HSSIZE
CodesetFormat:	####
CodesetComments:	
CodesetExample:	Student Body Size or Rank 350 = 0350
Value	Description
0000	Unknown, Institution does not have information to populate this field
0001 to highest	Acceptable Values (include leading 0s)

Field Name: HSCSIZE
Descriptor Long: High School Class Size
Field Position: E: 142-245
Field Length: 4
Field Status: Current
Definition: The number of students in the reported student's high school graduating
Comments:
Hyperlink Resources:
Manual Year: 2016
Codeset Name: HSSIZE
CodesetFormat: #####
CodesetComments:
CodesetExample: Student Body Size or Rank 350 = 0350

Value	Description
0000	Unknown, Institution does not have information to populate this field
0001 to highest	Acceptable Values (include leading 0s)

Field Name:	HSENGCRS
Descriptor Long:	Number of High School English Courses
Field Position:	E: 155-156
Field Length:	2
Field Status:	Optional
Definition:	The total number of high school English courses or units the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university. One unit equals a year-long course.
Comments:	DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional except for HSMATCRS.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	HSCOURSE
CodesetFormat:	#v#
CodesetComments:	Two digit value of actual number of years with an implied decimal included (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS, HSSSTCRS, HSVPARCRS. Number of years with implied decimal.
CodesetExample:	3 semester of course = 15
Value	Description
00	None
10 to highest Acceptable values	Number of years, implied decimal (#v#)
99	Unknown if student took such courses, not equivalent to None

Field Name: HSGRDYR
Descriptor Long: Year of High School Graduation - yyyyymmdd
Field Position: E: 136-141
Field Length: 6
Field Status: Current
Definition: "The calendar year and month in which the student completed (or is expected to complete for high school students) their secondary education, high school graduation, General Equivalency Diploma (GED) or Ability to
Comments: This field is required for all first-time undergraduates.

For the high school graduating classes of 2008 and 2009, the CBHE Recommended High School Core Curriculum is available in the Hyperlink Resources field.

For the high school graduating classes of 2010 and beyond, the CBHE Recommended High School Core Curriculum is available in the hyperlink resources field.

Hyperlink Resources:

Manual Year: 2016

Codeset Name: HSGRDYR

CodesetFormat: #####

CodesetComments: Six-digit value for year and month (YYYYMM)

CodesetExample: Passed GED June 2007 = 200706

Value	Description
000000	Unknown
YYYYMM	YYYYMM (e.g. 200706 = June 2007)

Field Name:	HSMATCRS
Descriptor Long:	Number of High School Math Courses
Field Position:	E: 157-158
Field Length:	2
Field Status:	Optional
Definition:	The total number of courses, or units, of high school mathematics that the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university.
Comments:	<p>DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional except for HSMATCRS in cases where CORE='N'.</p> <p>HSMATCRS should be reported for all same-year Missouri high school graduates who graduated with a regular diploma, but for whom CORE='N'.</p>
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	HSCOURSE
CodesetFormat:	#v#
CodesetComments:	Two digit value of actual number of years with an implied decimal included (#v#). Used for CORELECT, FLECT, HSENGCRS, HSMATCRS, HSSCICRS, HSSSTCRS, HSVPARCRS. Number of years with implied decimal.
CodesetExample:	3 semester of course = 15
Value	Description
00	None
10 to highest Acceptable values	Number of years, implied decimal (#v#)
99	Unknown if student took such courses, not equivalent to None

Field Name:	HSPRNK
Descriptor Long:	High School Percentile Rank
Field Position:	E: 150-153
Field Length:	4
Field Status:	Current
Definition:	The percentile rank associated with a student's rank within the student's high school graduating class. (Class Size – Class Rank + .5)/Class Size, round
Comments:	Required for all first-time undergraduates and for transfer students with 23 or fewer credit hours accepted in transfer by the institution to which a student has transferred.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	HSPRNK
CodesetFormat:	##v#
CodesetComments:	Four digit value with implied decimal included (##v#). Include leading 0s
CodesetExample:	HS percentile rank 86.5 = 0865
Value	Description
	0000 to 1000 Acceptable Values (include leading 0s)
	9999 Unknown, Institution does not have information to populate this field

Field Name:	HSSCICRS
Descriptor Long:	Number of High School Science Courses
Field Position:	E: 161-162
Field Length:	2
Field Status:	Optional
Definition:	The total number of courses, or units, of high school science that the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university.
Comments:	DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional except for HSMATCRS.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	HSCOURSE
CodesetFormat:	#v#
CodesetComments:	Two digit value of actual number of years with an implied decimal included (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS, HSSSTCRS, HSVPARCRS. Number of years with implied decimal.
CodesetExample:	3 semester of course = 15
Value	Description
00	None
10 to highest Acceptable values	Number of years, implied decimal (#v#)
99	Unknown if student took such courses, not equivalent to None

Field Name:	HSSSTCRS
Descriptor Long:	Number of High School Social Studies Courses
Field Position:	E: 159-160
Field Length:	2
Field Status:	Optional
Definition:	The total number of courses, or units, of high school social studies that the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university.
Comments:	DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional except for HSMATCRS.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	HSCOURSE
CodesetFormat:	#v#
CodesetComments:	Two digit value of actual number of years with an implied decimal included (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS, HSSSTCRS, HSVPARCRS. Number of years with implied decimal.
CodesetExample:	3 semester of course = 15
Value	Description
00	None
10 to highest	Acceptable values, Number of years, implied decimal (#v#)
99	Unknown if student took such courses, not equivalent to None

Field Name: HSSTUDNT
Descriptor Long: High School Student
Field Position: E: 129; R: 132
Field Length: 1
Field Status: Current
Definition: Identifies students who are still enrolled in high school and have not received, at the time of reporting, a high school diploma and are enrolled in college-level classes at the reporting institution.
Comments: This field includes students enrolled in dual enrollment and dual credit courses either offered on-campus or in the high school as well as high school students enrolled in on-campus courses for other reasons.
Hyperlink Resources:
Manual Year: 2016
Codeset Name: HSSTUDNT
CodesetFormat: #
CodesetComments:
CodesetExample:

Value	Description
Y	Yes, the student being reported is enrolled in high school and has not received a high school diploma.
N	No, The student being reported is not enrolled in high school at the time of

Field Name:	HSPARCRS
Descriptor Long:	Number of High School Visual/Performing Arts Courses
Field Position:	E: 163-164
Field Length:	2
Field Status:	Optional
Definition:	The total number of courses, or units, of high school visual and performing arts that the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or
Comments:	DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional except for HSMATCRS.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	HSCOURSE
CodesetFormat:	#v#
CodesetComments:	Two digit value of actual number of years with an implied decimal included (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS, HSSSTCRS, HSPARCRS. Number of years with implied decimal.
CodesetExample:	3 semester of course = 15
Value	Description
00	None
10 to highest	Acceptable values, Number of years, implied decimal (#v#)
99	Unknown if student took such courses, not equivalent to None

Field Name: LASTNAME
Descriptor Long: Student's Last Name
Field Position: E: 212-241; R: 148-177; C: 72-101
Field Length: 30
Field Status: Current
Definition: Student's last name
Comments: May include punctuation (e.g. hyphen)
Hyperlink Resources:
Manual Year: 2016
Codeset Name: STRINGNONE
CodesetFormat:
CodesetComments:
CodesetExample:

Value	Description
	String variable, no codeset value information available

Field Name:	LEGRES								
Descriptor Long:	Legal Residence								
Field Position:	E: 208								
Field Length:	1								
Field Status:	Current								
Definition:	Student's present legal residence as determined in accordance with the Residency Policy of the Coordinating Board and used as the basis for institutional fee assessment policies.								
Comments:									
Hyperlink Resources:									
Manual Year:	2016								
Codeset Name:	LEGRES								
CodesetFormat:	#								
CodesetComments:	The coding scheme contains two categories for four-year institutions and three categories for two-year institutions. For four-year institutions, this data element should be coded as either in-state or out-of-state; for two-year institutions, three categories apply: (1) in-district, (2) in-state but out-of-district, and (3) out-of-state.								
CodesetExample:	<table border="0"> <thead> <tr> <th style="text-align: left;">Value</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4Y: In-State; 2Y: In-District</td> </tr> <tr> <td>2</td> <td>2Y: In-state, Out-of-District (2Y only)</td> </tr> <tr> <td>3</td> <td>Out-of-state (4Y and 2Y)</td> </tr> </tbody> </table>	Value	Description	1	4Y: In-State; 2Y: In-District	2	2Y: In-state, Out-of-District (2Y only)	3	Out-of-state (4Y and 2Y)
Value	Description								
1	4Y: In-State; 2Y: In-District								
2	2Y: In-state, Out-of-District (2Y only)								
3	Out-of-state (4Y and 2Y)								

Field Name:	LOCCDF								
Descriptor Long:	Course Location								
Field Position:	E: 209								
Field Length:	1								
Field Status:	Current								
Definition:	Classification of a student as on- or off-campus, or in- or out-of-district, based on the location where the majority of his/her credit hours are taken.								
Comments:									
Hyperlink Resources:									
Manual Year:	2016								
Codeset Name:	LOCCDF								
CodesetFormat:	#								
CodesetComments:	<p>4 year institutions: students classified as taking courses primarily on- or off-campus</p> <p>2-year institutions: students classified as taking courses primarily in- or out-of-district</p> <p>Distance Learning: Reserved for students who take majority of credit hours through on-line courses. Students who enroll/register in exactly 50 percent of credit hours on-campus or in-district should be coded as '1'.</p>								
CodesetExample:	<table border="0"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4Y: On-campus; 2Y: In-District</td> </tr> <tr> <td>3</td> <td>4Y: Off-campus; 2Y: Out-of-District</td> </tr> <tr> <td>5</td> <td>Distance learning (for students who take the majority of their credit hours through on-line courses)</td> </tr> </tbody> </table>	Value	Description	1	4Y: On-campus; 2Y: In-District	3	4Y: Off-campus; 2Y: Out-of-District	5	Distance learning (for students who take the majority of their credit hours through on-line courses)
Value	Description								
1	4Y: On-campus; 2Y: In-District								
3	4Y: Off-campus; 2Y: Out-of-District								
5	Distance learning (for students who take the majority of their credit hours through on-line courses)								

Field Name: LOCDOMI
Descriptor Long: Geographic Origin (Domicile)
Field Position: E: 56-58; R: 56-58
Field Length: 3
Field Status: Deprecated
Definition: The geographic origin of a student at the time of initial admission to the institution as a first-time student or first-time transfer student.
Comments:
Hyperlink Resources:
Manual Year: 2016
Codeset Name: DEPRECATED999
CodesetFormat: ###
CodesetComments:
CodesetExample:

Value	Description
999	Variable is deprecated please use "999"

Field Name: **MANUALYEAR**

Descriptor Long: Year of the Relevant Manual used to complete EMSAS

Field Position: E: 308-311; R: 244-247; C: 164-167

Field Length: 4

Field Status: Current

Definition: The publication year of the manual definitions and file layout used to complete the EMSAS file

Comments:

Hyperlink Resources:

Manual Year: 2016

Codeset Name: YEAR

CodesetFormat: ####

CodesetComments: Four digit value for year (YYYY)

CodesetExample:

Value	Description
YYYY YYYY (e.g. 2010)	

Field Name: MHECPRO
Descriptor Long: Midwest Higher Education Commission (MHEC) Student Exchange Program
Field Position: E: 116; R: 119
Field Length: 1
Field Status: Optional
Definition: Identifies students from other states who are attending a Missouri college or university through the Midwest Higher Education Commission Student Exchange Program.

Comments:

Hyperlink Resources:

Manual Year: 2016

Codeset Name: MHECPRO

CodesetFormat: #

CodesetComments:

CodesetExample:

Value	Description
1	Student is NOT a participant in MHEC Exchange program
1	Student is NOT a participant in the Midwest Higher Education Exchange Program
2	Student IS a participant in the Midwest Higher Education Exchange Program
2	Student IS a participant in MHEC Exchange program
0	Unknown, Institution does not have information to populate this field
0	Unknown (Includes students currently in high school)

Field Name: MIDDLE
Descriptor Long: Middle Initial
Field Position: E: 272; R: 208; C: 132
Field Length: 1
Field Status: Optional
Definition: Student's middle initial
Comments:
Hyperlink Resources:
Manual Year: 2016
Codeset Name: STRINGNONE
CodesetFormat:
CodesetComments:
CodesetExample:

Value	Description
	String variable, no codeset value information available

Field Name:	MOSIS
Descriptor Long:	MOSIS ID
Field Position:	E: 278-287; R: 214-223; C: 146-155
Field Length:	10
Field Status:	Optional
Definition:	Unique student identifier assigned to all students in Missouri public schools by the Missouri Department of Elementary and Secondary Education (DESE).
Comments:	Institutions which collect this information for other purpose besides EMSAS may report this field.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	STRINGNONE
CodesetFormat:	
CodesetComments:	
CodesetExample:	
Value	Description
	String variable, no codeset value information available

Field Name:	NONCOLE/R
Descriptor Long:	Other Non-College-Level Credit Hours
Field Position:	E: 126-128; R: 129-131
Field Length:	3
Field Status:	Current
Definition:	The number of credit hours enrolled for (Fall Enrollment file), or earned (TERM Registration file) in non-college-level courses. These courses may or may not be transcripted (e.g. speed reading, certain vocational/technical, or recreational courses).
	Developmental (RE* fields) and audited (AUDTRME/R) credit hours should not be reported here.
	As of Manual Year 2016, NONCOLE may be used to flag graduate students who are enrolled for thesis credits, and can be included in IPEDS fall enrollment even when zero credits are awarded, as these students are still enrolled and seeking their degree. Graduate students enrolled for thesis credits can be coded as NONCOLE=001 and will not be dropped from DHE head counts. They still will not be counted as FTE.
Comments:	Some developmental education credit hours other than math, English, and reading previously reported in NONCOLE/R may be reported in the new 2010 REOTH* field
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	CREDHOUR3
CodesetFormat:	##v#
CodesetComments:	Three digit value of actual number of hours with an implied decimal included (##v#).
CodesetExample:	16.5 credit hours=165; 12 credit hours=120
Value	Description
000 to highest	Acceptable Values (include leading 0s). Implied decimal ##v#

Field Name:	OPTIN
Descriptor Long:	Reverse Transfer Opt-In
Field Position:	R: 262
Field Length:	1
Field Status:	Current
Definition:	Student's last opt-in status during the reported term for Missouri Reverse Transfer
Comments:	To be provided by four-year institutions. All students attending two-year institutions will be coded '9'.
Hyperlink Resources:	http://dhe.mo.gov/MOReserveTransfer.php
Manual Year:	2016
Codeset Name:	MRT
CodesetFormat:	#
CodesetComments:	
CodesetExample:	
Value	Description
1	Student has opted in to participate in Missouri Reverse Transfer
2	Student has opted out of Missouri Reverse Transfer
0	Student was not invited to participate (student currently attends a four-year institution)
9	Status is currently unknown (student has not responded to an invitation but currently attends a four-year institution), or student currently attends a two-year institution.'

Field Name: PGTWOOP
Descriptor Long: Second Option Code
Field Position: E: 82-85; R: 82-85; C: 68-71
Field Length: 4
Field Status: Deprecated
Definition: The numerical code assigned to an option code within the student's declared first major program of study (PROGTWO).
Comments: Column(s) should be included in flat file or CSV submissions to maintain file structure.

Hyperlink Resources:

Manual Year: 2016

Codeset Name: DEPRECATEDE9999

CodesetFormat: #####

CodesetComments:

CodesetExample:

Value	Description
9999	Variable is deprecated please use "9999"

Field Name: PGONEOP

Descriptor Long: First Option Code

Field Position: E: 72-75; R: 72-75; C: 58-61

Field Length: 4

Field Status: Deprecated

Definition: The numerical code assigned to an option code within the student's declared first major program of study (PROGONE).

Comments: Column(s) should be included in flat file or CSV submissions to maintain file structure.

Hyperlink Resources:

Manual Year: 2016

Codeset Name: DEPRECATEDE9999

CodesetFormat: #####

CodesetComments:

CodesetExample:

Value	Description
9999	Variable is deprecated please use "9999"

Field Name:	PREPENGLE/R
Descriptor Long:	Required prerequisite English credit hours meeting General Education / Degree Requirements
Field Position:	E: 302-304; R: 238-240
Field Length:	3
Field Status:	Current
Definition:	<p>While the PREP* fields were initially designed to include courses like “Intermediate Algebra,” which institutions may not include in the developmental sequence, but do not meet general education or degree / graduation requirements, the Coordinating Board for Higher Education has since approved (Sept. 2013) and revised (Dec. 2014) its <i>Principles of Best Practices in Remedial Education</i>, which define college-level courses as “Courses that apply to the graduation requirements of an academic degree”. Number of preparatory English credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).</p> <p>As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.</p>
Comments:	
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	CREDHOUR3
CodesetFormat:	##v#
CodesetComments:	Three digit value of actual number of hours with an implied decimal included (##v#).
CodesetExample:	16.5 credit hours=165; 12 credit hours=120

Value	Description
000 to highest	Acceptable Values (include leading 0s). Implied decimal ##v#

Field Name:	PREPMATHE/R
Descriptor Long:	Required prerequisite Math credit hours meeting General Education / Degree Requirements
Field Position:	E: 299-301; R: 235-237
Field Length:	3
Field Status:	Current
Definition:	<p>While the PREP* fields were initially designed to include courses like “Intermediate Algebra,” which institutions may not include in the developmental sequence, but do not meet general education or degree / graduation requirements, the Coordinating Board for Higher Education has since approved (Sept. 2013) and revised (Dec. 2014) its <i>Principles of Best Practices in Remedial Education</i>, which define college-level courses as “Courses that apply to the graduation requirements of an academic degree”. Number of preparatory math credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).</p> <p>As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.</p>
Comments:	
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	CREDHOUR3
CodesetFormat:	##v#
CodesetComments:	Three digit value of actual number of hours with an implied decimal included (##v#).
CodesetExample:	16.5 credit hours=165; 12 credit hours=120

Value	Description
000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#	

Field Name:	PREPRADE/R
Descriptor Long:	Required prerequisite Reading credit hours meeting General Education / Degree Requirements
Field Position:	E: 305-307; R: 241-243
Field Length:	3
Field Status:	Current
Definition:	<p>While the PREP* fields were initially designed to include courses like “Intermediate Algebra,” which institutions may not include in the developmental sequence, but do not meet general education or degree / graduation requirements, the Coordinating Board for Higher Education has since approved (Sept. 2013) and revised (Dec. 2014) its <i>Principles of Best Practices in Remedial Education</i>, which define college-level courses as “Courses that apply to the graduation requirements of an academic degree”. Number of preparatory reading credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).</p> <p>As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPRADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.</p>
Comments:	
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	CREDHOUR3
CodesetFormat:	##v#
CodesetComments:	Three digit value of actual number of hours with an implied decimal included (##v#).
CodesetExample:	16.5 credit hours=165; 12 credit hours=120

Value	Description
000 to highest	Acceptable Values (include leading 0s). Implied decimal ##v#

Field Name: PROGONE
Descriptor Long: First Major CIP Code
Field Position: E: 66-71; R: 66-71; C: 52-57
Field Length: 6
Field Status: Current
Definition: The six-digit CIP code assigned to the declared first major or program of study in which the student is pursuing (E, R), or has completed (C), a degree
Comments: Further information on 2010 Classification of Instructional Programs (CIP) codes may be found in the Hyperlink resources
Hyperlink Resources: <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
Manual Year: 2016
Codeset Name: CIPPROG
CodesetFormat: #####
CodesetComments:
CodesetExample:

Value	Description
Valid CIP Codes	Valid CIP Codes
900000	Undeclared Major

Field Name: PROGTWO
Descriptor Long: Second Major CIP Code
Field Position: E: 76-81; R: 76-81; C: 62-67
Field Length: 6
Field Status: Optional
Definition: The six-digit CIP code assigned to the declared second major or program of study in which the student is pursuing (E, R), or has completed (C), a degree
Comments: Further information on 2010 Classification of Instructional Programs (CIP) codes may be found in the Hyperlink resources
Hyperlink Resources: <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
Manual Year: 2016
Codeset Name: CIPPROG
CodesetFormat: #####
CodesetComments:
CodesetExample:

Value	Description
Valid CIP Codes	Valid CIP Codes
900000	Undeclared Major

Field Name:	RACE
Descriptor Long:	Race / Ethnicity
Field Position:	E: 46-47; R: 46-47; C: 46-47
Field Length:	2
Field Status:	Deprecated
Definition:	The race/ethnicity of the student. Column(s) should be included in flat file or CSV submissions to maintain file structure.
Comments:	This field was deprecated beginning with Fall 2010 data collection for Fall Enrollment (2010) and in Fall 2011 for Term Registration (2010-11) and Completions (2010-11). The field is now used internally to integrate the RACEA-RACEH (2010 on) fields. Institutions were allowed to choose between Race and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles. RACEA-RACEH required for all files beginning Fall 2011.

Further information on U.S. Department of Education revised system of reporting race/ethnicity guidelines is available in Hyperlink Resources.

Hyperlink Resources: https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx

Manual Year: 2016

Codeset Name: RACE

CodesetFormat: ##

CodesetComments:

CodesetExample:

Value	Description
10	Black / African American
20	American Indian / Alaska Native
30	White / Caucasian
40	Hispanic / Latino
50	Asian/Pacific Islander
60	Non-Resident Alien
70	Other Race
90	Unknown Race
99	When Deprecated

Field Name: RACEA
Descriptor Long: Hispanic / Latino
Field Position: E: 288; R: 224; C: 156
Field Length: 1
Field Status: Current
Definition: Student identifies as Hispanic race/ethnicity
Comments: This field is required.
Institutions were allowed to choose between RACE and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles. RACEA-RACEH required for all files beginning Fall 2011. RACE is now used internally by MDHE to integrate RACEA-RACEH for reporting.

Further information on U.S. Department of Education revised system of reporting race/ethnicity guidelines is available in [Hyperlink Resources](#).

Hyperlink Resources: https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx

Manual Year: 2016

Codeset Name: RACEX

CodesetFormat: C

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, student identifies with this race/ethnicity
N	No, student does not identify with this race/ethnicity

Field Name: RACEB
Descriptor Long: Non-Resident Alien
Field Position: E: 289; R: 225; C: 157
Field Length: 1
Field Status: Current
Definition: Student identifies as a Non-resident Alien race/ethnicity
Comments: This field is required.
Institutions were allowed to choose between RACE and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles. RACEA-RACEH required for all files beginning Fall 2011. RACE is now used internally by MDHE to integrate RACEA-RACEH for reporting.

Further information on U.S. Department of Education revised system of reporting race/ethnicity guidelines is available in Hyperlink Resources.

Hyperlink Resources: https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx

Manual Year: 2016

Codeset Name: RACEX

CodesetFormat: C

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, student identifies with this race/ethnicity
N	No, student does not identify with this race/ethnicity

Field Name: RACEC
Descriptor Long: American Indian / Alaska Native
Field Position: E: 290; R: 226; C: 158
Field Length: 1
Field Status: Current
Definition: Student identifies as American Indian or Alaska Native race/ethnicity
Comments: This field is required.
Institutions were allowed to choose between RACE and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles. RACEA-RACEH required for all files beginning Fall 2011. RACE is now used internally by MDHE to integrate RACEA-RACEH for reporting.

Further information on U.S. Department of Education revised system of reporting race/ethnicity guidelines is available in Hyperlink Resources.

Hyperlink Resources: https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx

Manual Year: 2016

Codeset Name: RACEX

CodesetFormat: C

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, student identifies with this race/ethnicity
N	No, student does not identify with this race/ethnicity

Field Name: RACED
Descriptor Long: Asian
Field Position: E: 291; R: 227; C: 159
Field Length: 1
Field Status: Current
Definition: Student identifies as Asian race/ethnicity
Comments: This field is required.
Institutions were allowed to choose between RACE and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles. RACEA-RACEH required for all files beginning Fall 2011. RACE is now used internally by MDHE to integrate RACEA-RACEH for reporting.

Further information on U.S. Department of Education revised system of reporting race/ethnicity guidelines is available in Hyperlink Resources.

Hyperlink Resources: https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx

Manual Year: 2016

Codeset Name: RACEX

CodesetFormat: C

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, student identifies with this race/ethnicity
N	No, student does not identify with this race/ethnicity

Field Name: RACEE
Descriptor Long: Black / African American
Field Position: E: 295; R: 228; C: 160
Field Length: 1
Field Status: Current
Definition: Student identifies as Black or African American race/ethnicity
Comments: This field is required.
Institutions were allowed to choose between RACE and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles. RACEA-RACEH required for all files beginning Fall 2011. RACE is now used internally by MDHE to integrate RACEA-RACEH for reporting.

Further information on U.S. Department of Education revised system of reporting race/ethnicity guidelines is available in [Hyperlink Resources](#).

Hyperlink Resources: https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx

Manual Year: 2016

Codeset Name: RACEX

CodesetFormat: C

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, student identifies with this race/ethnicity
N	No, student does not identify with this race/ethnicity

Field Name: RACEF
Descriptor Long: Native Hawaiian / Other Pacific Islander
Field Position: E: 293; R: 229; C: 161
Field Length: 1
Field Status: Current
Definition: Student identifies as Native Hawaiian or other Pacific Islander
Comments: This field is required.
Institutions were allowed to choose between RACE and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles. RACEA-RACEH required for all files beginning Fall 2011. RACE is now used internally by MDHE to integrate RACEA-RACEH for reporting.

Further information on U.S. Department of Education revised system of reporting race/ethnicity guidelines is available in Hyperlink Resources.

Hyperlink Resources: https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx

Manual Year: 2016

Codeset Name: RACEX

CodesetFormat: C

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, student identifies with this race/ethnicity
N	No, student does not identify with this race/ethnicity

Field Name: RACEG
Descriptor Long: White / Caucasian
Field Position: E: 294; R: 230; C: 162
Field Length: 1
Field Status: Current
Definition: Student identifies as White or Caucasian race/ethnicity
Comments: This field is required.
Institutions were allowed to choose between RACE and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles. RACEA-RACEH required for all files beginning Fall 2011. RACE is now used internally by MDHE to integrate RACEA-RACEH for reporting.

Further information on U.S. Department of Education revised system of reporting race/ethnicity guidelines is available in [Hyperlink Resources](#).

Hyperlink Resources: https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx

Manual Year: 2016

Codeset Name: RACEX

CodesetFormat: C

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, student identifies with this race/ethnicity
N	No, student does not identify with this race/ethnicity

Field Name: RACEH
Descriptor Long: Other / Unknown
Field Position: E: 295; R: 231; C: 163
Field Length: 1
Field Status: Current
Definition: Student identifies as Other race/ethnicity
Comments: This field is required.
Institutions were allowed to choose between RACE and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles. RACEA-RACEH required for all files beginning Fall 2011. RACE is now used internally by MDHE to integrate RACEA-RACEH for reporting.

Further information on U.S. Department of Education revised system of reporting race/ethnicity guidelines is available in Hyperlink Resources.

Hyperlink Resources: https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx

Manual Year: 2016

Codeset Name: RACEX

CodesetFormat: C

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, student identifies with this race/ethnicity
N	No, student does not identify with this race/ethnicity

Field Name: REASOVR
Descriptor Long: Reason for FT / PT Override
Field Position: E: 91; R: 91
Field Length: 1
Field Status: Deprecated
Definition:
Comments: Column(s) should be included in flat file or CSV submissions to maintain file structure.
Hyperlink Resources:
Manual Year: 2016
Codeset Name: DEPRECATED9
CodesetFormat: #
CodesetComments:
CodesetExample:

Value	Description
9	Variable is deprecated please use "9"

Field Name:	REENGLER
Descriptor Long:	Remedial English Credit Hours
Field Position:	E: 120-122; R: 123-125
Field Length:	3
Field Status:	Current
Definition:	Number of remedial / developmental English credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).
	As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLER, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLER, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.
Comments:	ESL coursework should not be included. These hours should be included in totrmhr.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	CREDHOUR3
CodesetFormat:	##v#
CodesetComments:	Three digit value of actual number of hours with an implied decimal included (##v#).
CodesetExample:	16.5 credit hours=165; 12 credit hours=120
Value	Description
000 to highest	Acceptable Values (include leading 0s). Implied decimal ##v#

Field Name:	REMATHE/R
Descriptor Long:	Remedial Math Credit Hours
Field Position:	E: 117-119; R: 120-122
Field Length:	3
Field Status:	Current
Definition:	Number of remedial / developmental math credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).
	As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.
Comments:	ESL coursework should not be included. These hours should be included in totrmhr.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	CREDHOUR3
CodesetFormat:	##v#
CodesetComments:	Three digit value of actual number of hours with an implied decimal included (##v#).
CodesetExample:	16.5 credit hours=165; 12 credit hours=120

Value	Description
000 to highest	Acceptable Values (include leading 0s). Implied decimal ##v#

Field Name:	REOTHRE/R
Descriptor Long:	Remedial credit hours in disciplines other than math, English, or reading
Field Position:	E: 296-298; R: 232-234
Field Length:	3
Field Status:	Current
Definition:	Number of other (not English, math, or reading) remedial / developmental credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).
	As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.
Comments:	ESL coursework should not be included. These hours should be included in totrmhr.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	CREDHOUR3
CodesetFormat:	##v#
CodesetComments:	Three digit value of actual number of hours with an implied decimal included (##v#).
CodesetExample:	16.5 credit hours=165; 12 credit hours=120
Value	Description
000 to highest	Acceptable Values (include leading 0s). Implied decimal ##v#

Field Name:	REREADE/R
Descriptor Long:	Remedial Reading Credit Hours
Field Position:	E: 123-125; R: 126-128
Field Length:	3
Field Status:	Current
Definition:	Number of remedial / developmental reading credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).
	As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.
Comments:	ESL coursework should not be included. These hours should be included in totrmhr.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	CREDHOUR3
CodesetFormat:	##v#
CodesetComments:	Three digit value of actual number of hours with an implied decimal included (##v#).
CodesetExample:	16.5 credit hours=165; 12 credit hours=120

Value	Description
000 to highest	Acceptable Values (include leading 0s). Implied decimal ##v#

Field Name:	RTCOMP
Descriptor Long:	Reverse Transfer Completion
Field Position:	C: 168
Field Length:	1
Field Status:	Current
Definition:	Denotes whether associate's degree was awarded as a result of participation in Missouri Reverse Transfer
Comments:	To be provided by two-year institutions. All students attending four-year institutions will be coded '9'.
Hyperlink Resources:	http://dhe.mo.gov/MOReserveTransfer.php
Manual Year:	2016
Codeset Name:	MRT
CodesetFormat:	#
CodesetComments:	
CodesetExample:	
Value	Description
1	Yes (associate's degree was awarded as a result of participation in Missouri Reverse Transfer)
0	No (associate's degree was NOT awarded as a result of participation in Missouri Reverse Transfer), or other award (e.g. certificate) was conferred
9	Degree was conferred by a four-year institution

Field Name:	SATCR
Descriptor Long:	SAT Critical Reading (Verbal) Score
Field Position:	E: 178-180
Field Length:	3
Field Status:	Current
Definition:	The score an entering student received on the verbal portion of the Scholastic Aptitude Test (SAT) submitted for admissions consideration.
Comments:	SAT subscale scores should be reported from the same test administration. Further ACT/SAT concordance information available in the Hyperlink Resources.
Hyperlink Resources:	ACT-SAT Concordance Table
Manual Year:	2016
Codeset Name:	SAT
CodesetFormat:	###
CodesetComments:	
CodesetExample:	
Value	Description
000 to 800	Acceptable Values
999	Unknown, or Not Applicable

Field Name:	SATMAT
Descriptor Long:	SAT Math Score
Field Position:	E: 181-183
Field Length:	3
Field Status:	Current
Definition:	The score an entering student received on the mathematics portion of the Scholastic Aptitude Test (SAT) submitted for admissions consideration.
Comments:	SAT subscale scores should be reported from the same test administration. Further ACT/SAT concordance information available in the Hyperlink Resources.
Hyperlink Resources:	ACT-SAT Concordance Table
Manual Year:	2016
Codeset Name:	SAT
CodesetFormat:	###
CodesetComments:	
CodesetExample:	

Value	Description
000 to 800	Acceptable Values
999	Unknown, or Not Applicable

Field Name:	SOCSEC1
Descriptor Long:	SSN or Student ID
Field Position:	E: 15-23; R: 15-23; C: 15-23
Field Length:	9
Field Status:	Current
Definition:	A student's social security number or student ID most recently provided to the institution.
Comments:	If the student has not provided the institution with a social security number, or does not have a social security number (e.g., a nonresident alien), record an institutionally assigned student identification number in this field as well as in the CAMPUSID field. The Primary SSN or Student ID Status (SSTAT1) field should be set to '2'. If an incorrect social security number is originally reported and later the institution receives the student's true social security number, the incorrect social security number, originally reported as SOCSEC1 should be moved to the Second Most Recent Social Security Number (SOCSEC2) field and the true or correct social security number should be reported in the Most Recent Social Security Number (SOCSEC1) field on all subsequent records.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	STRINGNONE
CodesetFormat:	
CodesetComments:	
CodesetExample:	
Value	Description
	String variable, no codeset value information available

Field Name: SOCSEC2
Descriptor Long: SSN or Student ID
Field Position: E: 25-33; R: 25-33; C: 25-33
Field Length: 9
Field Status: Optional
Definition: A student's previously provided social security number or student ID.
Comments: Complete this field if the student's social security number has been changed during the student's enrollment at the institution submitting the report (e.g., the original social security number reported in the SOCSEC1 field was assigned by the institution or was incorrect).

If the institution has only used one unique student identifier for the student in the files submitted to the CBHE, then this field should be zero filled.

Hyperlink Resources:

Manual Year: 2016

Codeset Name: STRINGNONE

CodesetFormat:

CodesetComments:

CodesetExample:

Value

Description

String variable, no codeset value information available

Field Name: SPORT
Descriptor Long: Sport
Field Position: E: 206-207; R: 146-147
Field Length: 2
Field Status: Deprecated
Definition:
Comments: Column(s) should be included in flat file or CSV submissions to maintain file structure.
Hyperlink Resources:
Manual Year: 2016
Codeset Name: DEPRECATED99
CodesetFormat: ##
CodesetComments:
CodesetExample:

Value	Description
99	Variable is deprecated please use "99"

Field Name: **SSTAT1**
Descriptor Long: SSN or Student ID Status
Field Position: E: 24; R: 24; C: 24
Field Length: 1
Field Status: Current
Definition: Indicates whether the Most Recent Social Security Number (SOCSEC1) is assigned by the institution or is an actual social security number.
Comments:
Hyperlink Resources:
Manual Year: 2016
Codeset Name: SSTAT1
CodesetFormat: #
CodesetComments:
CodesetExample:

Value	Description
1	Value is NOT assigned by the institution and is believed by the institution to be the student's actual social security number.
2	Value IS assigned by the institution.

Field Name:	SSTAT2
Descriptor Long:	SSN or Student ID Status
Field Position:	E: 34; R: 34; C: 34
Field Length:	1
Field Status:	Optional
Definition:	Indicates whether the Second Most Recent Social Security Number (SOCSEC2) was a number originally assigned by the institution or was a social security number originally reported in error or incorrectly.
Comments:	
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	SSTAT2
CodesetFormat:	#
CodesetComments:	
CodesetExample:	
Value	Description
1	The Second Most Recent Social Security Number (SOCSEC2) is zero-filled. No other SOCSEC1 previously supplied
2	The Second Most Recent Social Security Number (SOCSEC2) is a number previously used as the Most Recent Social Security Number (SOCSEC1).

Field Name: STUSTAT
Descriptor Long: Enrollment Status
Field Position: E: 61; R: 61
Field Length: 1
Field Status: Current
Definition: The enrollment status of a student with respect to the student level at census date in the term or semester reported.

Comments:

Hyperlink Resources:

Manual Year: 2016

Codeset Name: STUSTAT

CodesetFormat: #

CodesetComments: First-time students include those undergraduates who have never attended any college or those who enrolled for the first time in a graduate program. Students who entered college or enrolled in a graduate program for the first time in the prior summer term may be re-coded as first-time students in the fall term. Also included as first-time students are those who entered with advanced standing (college credits earned before graduation from high school.)

Continuing students are continuing their studies at the reporting institution. Those who were classified as first-time students in the fall, for example, are to be classified as continuing students in the following spring semester. Students coded as transfers or readmitted in the previous semester would also be coded as continuing students for the subsequent registration period.

Transfer students are those undergraduates or graduates who were enrolled in a different college or university during a prior semester or academic term and the term being reported is the first registration of the student at the reporting institution. The first time a student enrolls as a transfer student, the student's enrollment status should be coded '2' for transfer student. In subsequent semesters, the student's enrollment status should be coded '3' for continuing student.

A readmitted student is a student who either dropped out or stopped out of the reporting institution for any reason and who completed an application to the institution for readmission.

CodesetExample:

Value	Description
1	First-time student
2	Transfer student (First semester at the institution only)
3	Continuing student
4	Readmitted student
0	Unknown (Includes students currently in high school)

Field Name: SUFFIX
Descriptor Long: Suffix
Field Position: E: 273-277; R: 209-213; C: 133-137
Field Length: 5
Field Status: Optional
Definition: Student's suffix if applicable
Comments: May include punctuation (e.g. period)
Hyperlink Resources:
Manual Year: 2016
Codeset Name: STRINGNONE
CodesetFormat:
CodesetComments:
CodesetExample:

Value	Description
	String variable, no codeset value information available

Field Name:	TOTRMHRE/R
Descriptor Long:	Total Term Enrolled/Earned Degree Credit Hours
Field Position:	E: 87-89; R: 87-89
Field Length:	3
Field Status:	Current
Definition:	The total number of hours for credit by the student as of the institution's reporting census date for the reported academic term or semester (Fall Enrollment file) or earned by the student by the end of the term being reported (Term Registration file).
Comments:	Essentially, all credit hours, including those counted in RE*, PREP* and NONCOL*, should be reported in TOTRMHRE. Essentially all credit hours earned (i.e. for courses the student didn't fail or withdraw from) would be included in TOTRMHRR. The only exclusion is audited credit hours reported in AUDTRME/R.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	CREDHOUR3
CodesetFormat:	##v#
CodesetComments:	Three digit value of actual number of hours with an implied decimal included (##v#).
CodesetExample:	16.5 credit hours=165; 12 credit hours=120
Value	Description
000 to highest	Acceptable Values (include leading 0s). Implied decimal ##v#

Field Name: TOTRMQPT
Descriptor Long: Total Term Quality Points
Field Position: R: 133-136
Field Length: 4
Field Status: Deprecated
Definition: The total number of quality, or honor, points (based on a letter grade of a being equal to 4) a student is awarded for the grades received from the courses completed and graded during the term reported. **This field is deprecated as of the 2015 Manual Year.**
Comments:
Hyperlink Resources:
Manual Year: 2016
Codeset Name: TOTRMQPT
CodesetFormat: #####
CodesetComments:
CodesetExample: 28.5 quality points = 2850

Value	Description
0000 to highest	Acceptable Values
9999	Unknown

Field Name:	TRANSCHIPEDS
Descriptor Long:	Last Institution Attended by a Transfer Student (IPEDS UNIT ID)
Field Position:	E: 317-322; R:253-258
Field Length:	6
Field Status:	Optional
Definition:	Federal IPEDS UnitID for the most recent institution from which the student transferred.
Comments:	Data element applies to all transfer students, including both new and continuing students.
Hyperlink Resources:	
Manual Year:	2016
Codeset Name:	TRANSCHIPEDS
CodesetFormat:	#####
CodesetComments:	
CodesetExample:	
Value	Description
000000	Not Applicable
000001 to 999997	Acceptable Values (see Crosswalk)
999998	Institution from Foreign Country with no IPEDS code
999999	Unknown IPEDS Code

Field Name: TRANSSCH
Descriptor Long: Last Institution Attended by a Transfer Student
Field Position: E: 102-107; R: 105-110
Field Length: 6
Field Status: Optional
Definition: Federal FICE code or IPEDS UnitID for the most recent institution from which the student transferred.
Comments: This field is deprecated.
Hyperlink Resources:
Manual Year: 2016
Codeset Name: TRANSSCH
CodesetFormat: #####
CodesetComments:
CodesetExample:

Value	Description
000000	Not Applicable
000001 to 999997	Acceptable Values (see Crosswalk)
999998	Institution from Foreign Country with no FICE/IPEDS code
999999	Unknown FICE/IPEDS Code

Field Name: TRMGPA
Descriptor Long: Term Grade Point Average
Field Position: R: 137-139
Field Length: 3
Field Status: Current
Definition: The college grade point average a student receives for the courses taken or completed and graded during the term being reported.
Comments:
Hyperlink Resources:
Manual Year: 2016
Codeset Name: GPA
CodesetFormat: #v##
CodesetComments: Three digit value with implied decimal to hundereths place (#v##)
CodesetExample: GPA of 3.0=300

Value	Description
000	Grade point average actually zero (use 999 for Not Applicable or not available yet)
001 to highest	Acceptable Values (include trailing 0s)
999	No GPA, not applicable (pass/fail/audit coursework only or not currently available (e.g. incomplete)

Field Name: VETERAN
Descriptor Long: Military Status
Field Position: E: 326; R: 263
Field Length: 1
Field Status: Required
Definition: Student's veteran status.
Comments: Students identified here may or may not be receiving benefits.

Hyperlink Resources:

Manual Year: 2016

Codeset Name: VETERAN

CodesetFormat: C

CodesetComments:

CodesetExample:

Value	Description
0	Non Veteran/Military
1	Veteran
2	Active Duty (including reservists)
3	Military Spouse/other dependants
9	Unknown

In cases where students identify as more than one status (e.g. active duty and a military spouse), hierarchy for reporting should be active duty first, veteran second, and military spouse/dependent third.

Field Name: WITHDRAW
Descriptor Long: Withdrawal Code
Field Position: R: 143-144
Field Length: 2
Field Status: Current
Definition: Student had formally withdrawn from school by the end of the term being reported and was no longer attending any classes at the end of the term.
Comments: Indicates that a student has gone through institution's formal withdrawal procedures and has discontinued attending classes during the term being reported.

Hyperlink Resources:

Manual Year: 2016
Codeset Name: WITHDRAW
CodesetFormat: CC
CodesetComments:
CodesetExample:

Value	Description
WD	Withdrew from classes
NA	Not Applicable